

5106 - FIRE PROTECTION ANALYST

NATURE OF WORK

This is advanced responsible technical and administrative work involving the enforcement of laws, regulations, codes, and ordinances governing fire protection, prevention and safety. An employee in this classification is responsible for examining construction plans, conducting field inspections of buildings, training fire division personnel, testing the performance of fire protection systems and equipment, and issuing violations for fire hazards or unsafe conditions. The incumbent performs research, prepares reports, and maintains records on fire prevention activities.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Reviews construction plans with architectural, engineering, plumbing, electrical and mechanical building contractors or representatives to ensure that proposed construction of new buildings or alterations to existing structures comply with fire safety laws, regulations, codes and ordinances.

Inspects buildings, equipment and materials during various stages of construction in order to detect fire hazards and to determine their compliance with applicable laws, codes and standards governing fire prevention and safety.

Prepares and maintains reports, records, statistical logs and other correspondence regarding building inspections, fire safety violations, performance tests conducted on fire safety equipment and systems, and training of Fire Department personnel.

Trains and instructs Fire Department personnel in fire prevention and safety methods, techniques, practices, systems and equipment.

Conducts tests on fire protection and prevention equipment, materials and systems, such as water supply systems, utilizing flow performance, acceptance and product review tests to ensure their safe operation and that safety features adhere to prescribed standards.

Issues warnings or violation notices to building owners, contractors or representatives for failing to alleviate fire hazards, correct unsafe conditions, or comply with laws, regulations, codes and ordinances relating to fire prevention and safety.

Researches and analyzes information concerning methods of fire prevention, fire retardants, materials and equipment, and laws, codes, regulations, and ordinances affecting fire protection and safety in building construction.

Reviews with building construction contractors or representatives, fire safety methods, materials, and equipment, such as alarm systems, fire detection equipment, fire extinguishing devices, means of egress, and safety components involved in structural design and advise on equipment and material location, handling, installation and maintenance.

May testify in court to cite evidence regarding the issuance of violations and enforcement of fire safety laws, codes, and standards.

Performs other work as required.

Maintains certifications, attends training and seminars as required.

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KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of Federal, State and local laws, regulations, building codes, and ordinances relating to fire safety, prevention and inspection.

Thorough knowledge of the principles and practices of building construction and inspection involving architectural, engineering, electrical, plumbing, mechanical and maintenance areas.

Thorough knowledge of the equipment and materials utilized in fire prevention, safety and inspection, such as alarm systems, fire detection equipment, fire extinguishing devices, and product performance testing instruments.

Thorough knowledge of modern methods and techniques of fire prevention, protection, and safety.

Thorough knowledge of the various types and characteristics of fire hazards encountered in building construction.

Considerable knowledge of departmental rules, regulations, procedures, policies and operations.

Considerable knowledge of research techniques and the sources of availability of current information in the area of assignment.

Ability to read, interpret and understand construction and engineering plans, blueprints, diagrams, and specifications in order to determine their compliance with laws, codes or other standards.

Ability to communicate effectively, both verbally and in writing.

Ability to detect fire hazards and recommend effective methods and equipment to correct unsafe conditions.

Ability to exercise independent judgment in analyzing and enforcing building construction laws, regulations, codes, and ordinances governing fire prevention, protection and safety in an impartial, fair, and equitable manner.

Ability to train and instruct fire division personnel in fire protection, prevention, and safety principles and techniques.

Ability to prepare and maintain accurate, clear and concise records and reports. Ability to understand and carry out verbal and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, building construction contractors and representatives, outside agencies, City officials and the general public.

Ability to perform as a team member

MINIMUM REQUIREMENTS

- Florida State certification as a Fire Inspector.
- DESIRES: Associate's degree in fire science, engineering, architecture, construction, or equivalent field and two (2) years experience performing fire or

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building code inspections, reading building construction plans, or testing fire protection/prevention equipment.

- Four years related experience may substitute for an Associates degree. Related experience and responsibility include performing work in fire or building code inspections, reading building construction plans and testing fire protection/prevention equipment

PHYSICAL REQUIREMENTS

Must have physical capability to lift and carry or drag objects weighing 50 pounds; ability to bend, stoop, stretch, climb and crawl. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.

SUPERVISION RECEIVED

General and specific assignments are received from and reviewed by the supervisor. Work is performed with little direct supervision and with wide latitude for use of independent judgment in the selection of work methods and procedures. Work is reviewed for compliance with division objectives and standards.

Rev. 11/98

Rev. 11/03